Action IC1302
Semantic keyword-based search on structured data sources (KEYSTONE)

Coimbra (Portugal), 8 September 2015

Subject │ Minutes of the Fourth Management Committee Meeting of COST Action IC1302 "Semantic keyword-based search on structured data sources (KEYSTONE)"

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1. Reception of the participants

The meeting took place at the conference room of the Department of Informatics Engineering (FCTUC, Faculdade de Ciências e Tecnologia) in the Campus Polo II of the University of Coimbra (Coimbra, Portugal). The meeting started at 16:30, on the 8th September 2015 and finished at 19:00.
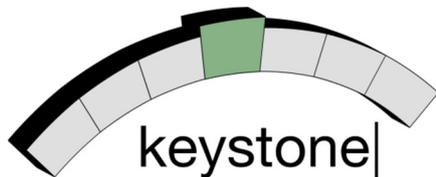Dr. Francesco Guerra, Chair of the Management Committee of the Action, read the attendance list in order to check if the quorum was reached. The quorum was reached (22 countries out of 28 countries, see Participants list in Annex 1) and the meeting began.

2. Welcome to participants

The participants were welcomed by Dr. Francesco Guerra.

3. Adoption of the agenda

Dr. Francesco Guerra presented the agenda of the meeting (see Agenda in Annex 2). that was adopted. He also insisted on that the main goal of the meeting was deciding how to allocate the budget of the next grant periods (GPs), with particular reference to GP3 that will start on Oct 1. After that, Dr. Francesco Guerra continued his presentation using some slides to support it (Annex 3).

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4. Approval of the minutes of previous meetings

Dr. Francesco Guerra indicated that the minutes of the previous meetings were available at the Keystone website since their electronic approval. He also told that the website was the place where it is possible to find all the information about KEYSTONE and he also encouraged to the MC Members to check the website periodically.
The previous minutes were approved.

5. Update from the Action Chair

Dr. Francesco Guerra presented the composition of the COST Action, i.e. the list of countries participating in the Action and the Working Group Members from each country. He also showed how members are distributed in the different Working Groups. The country with more people involved in the Action is Spain because a bigger dissemination of the Action COST has been performed there. The Chair thanked the MC Members from Spain for their work, since a big number of research groups from different Universities has been involved. Francesco indicated that the new term for Early Stage Researcher (ESR) is Early Career Investigator (ECI) and that at that moment there were 82 ECIs involved in the Action (38.67% of the total). Besides, he pointed out that the participation of females in this COST Action (23.11%) is low, but consistent with the Computer Science area, an area which typically is unbalanced.
Finally, Dr. Francesco Guerra communicated that the monitoring report for the evaluation of the Keystone activity has been submitted in the 18th month, but he has not received up till now any news about it.

Dr. Francesco Guerra talked about the budget status of the Action. He indicated the estimation of expenses for the current meeting and the collocated IKC (KEYSTONE Conference) and he also showed how much had been spent in STSMs and in the first Keystone Training School (KTS) organized by the Action. After that, Dr. Francesco Guerra invited to Dr. Joel Azzopardi from Malta (who was involved in the organization of the KTS) to talk about it.
Dr. Azzopardi started his presentation using some slides to support it (Annex 4). Azzopardi insisted on that several international companies, such as Microsoft and local companies had supported the event. He pointed out that in his opinion the most successful activity had been the hackathon organized in the last two days of the School. Finally, he thanked all the people, institutions and enterprises that collaborated in the organization of first KTS.
Dr. Francesco Guerra continued talking about the first KTS. He thanked the Organizers, Charlie Abela, Joel Azzopardi, Joseph Bonello and Jean Paul Ebejer, who made a very big work in the organization and management of the School. He insisted on that the practical part was very appreciated and on that the school was open in the organization and participation. He remarked again that the topics and speakers were proposed through a bottom-up approach in an open way. All WG Members were asked to

contribute. Finally, he said that the costs planned for the organization of the school were underestimated of about 2000 €. The reason was that most invited trainers had decided to be in the KTS all the week supporting the teaching and managing the interaction with the students in all the days.

Finally, Dr. Francesco Guerra presented the list of STSMs already done in terms of number of participants, countries involved (as home and host), duration of the STSMs, etc. Besides, he indicated that all proposals received in 2015 were approved (actually, there was no selection, since we had enough budget for all the requests). He also indicated that it is not possible to perform a STSM covering two Grant periods (e.g. a STSM starting in 2014 and finishing in 2015) due to COST constraints.
At this moment, Dr. Francesco Guerra also remembered that according to the current COST rules, 50% of the budget should be spent for Members from ITC. He also indicated that this is a new rule that did not exist before (when Keystone started).
Dr. Francesco Guerra also indicated that the budget should be distributed homogeneously among the countries participating in the COST Action. So, he suggested that in future we have to keep attention in "limiting" the participation of Spanish people to the activities (according to the current budget distribution).

6. Promotion of gender balance and of Early Career Investigator (ECIs)

Dr. Francesco Guerra asked for some proposals for promoting gender balance in Computer Science area and the participation of women in Keystone. He also asked for ideas to promote ECIs. However, no ideas were proposed.

7. Update from the Grant Holder

Dr. Francesco Guerra insisted on that he needed to receive the TRR form of the participants in the meeting and in the co-located first International Keystone Conference before 30th September.

After that, Dr. Francesco Guerra showed which is the budget received by each country of the Action COST (see slide 11 in Annex 3). Dr. Francesco Guerra indicated Spain was the country that had received the majority of the budget. Nevertheless, he also insisted on that Spain is also the country with more people and more different research groups involved in the Action. So this budget unbalance is justified. Dr. Manolis Wallace from Greece suggested to plan the next meeting in Spain in order to reduce the travel expenses of Spanish people. Besides, Dr. Yannis Velegrakis from Italy insisted on that in the pictures (see slide 11 and 12 in Annex 3) no information in terms of publications, activities, contributions, entries in the website or the annotated bibliographic (a keystone deliverable) were being provided.

After that, Dr. Francesco Guerra explained that due some new constraint generated by H2020 funds, the GP2 of the Action COST (previously established from 1st December 2014 to 31st December 2015) had been reduced and that it will finish on 30th September 2015.

Dr. Paolo Missier from UK and Prof. Sanda Martincic Ipsic asked whether moving funds from GP2 to GP3 was possible. Dr. Francesco Guerra answered that this is not allowed by the COST Rules.

After that Dr. Francesco Guerra started a discussion to decide the activities for the GP3 and how to distribute the budget of the GP3 (53 000 €) among those activities. It was decided that the next MC meeting will be in February 2016 and that the remaining amount of the budget (if any) would be spent in activities/works that would be discussed in the next meeting (February 2016).

Dr. Francesco Guerra insisted on that the second edition of the IKC and the KTS should be celebrated in the KEYSTONE GP4. Then he opened a discussion to schedule the activities for GP4 and the distribution of the budget for GP4. Several ideas were proposed but it was decided to postpone the decisions until the next meeting in February 2016. The place of the next meeting will be decided among the proposals done in the mailing lists after a call for volunteers for organizing that.

8. Update from the COST Office

Dr. Francesco Guerra indicated that there is a frequent and effective interaction with the COST Office. He thanked dr. Lugano and ms. Cruz Santoz for their big support in the planning, management and reporting of the activities.

9. Follow-up of MoU objectives

Dr. Francesco Guerra showed the MoU objectives and opened a discussion to decide the level of achievement of each of them. After a quite long discussion the participants decided the levels showed in the slides 17, 18, 19 and 20 of the Annex III.

10. Scientific planning: Work and Budget for GP3

The subsequent activity in the MC meeting was devoted to prepare and discuss the W&B plan for the next GP3 and GP4. Nevertheless, this point had already been discussed in point 7.
Prof. Sanda remembered that Dr. John Breslin suggested in the previous meeting to organize sessions to write ideas for H2020 proposals. Dr. Francesco Guerra considered that organizing such session could be very difficult, due to the H2020 submission constraints, the COST rules and the openness of ideas and activities we have to guarantee . After that, Dr. Andrea Cali proposed to organize small groups (10 people for

doing that) and Dr. Jose Rios Viqueira told that the Challenge Track of the IKC could be a good starting point to select topics to write proposals. The MC decided to continue via e-mail the discussion about this topic

11. Request for new members

Dr. Francesco Guerra indicated that it was probable that Denmark will ask for being part of the Action because Dr. Nattiya Kanhabua (WG Member of Keystone and also one of the Teacher in the recent Training School) moved from Germany to Denmark, recently.

12. Non-COST applications to the Actions

Dr. Francesco Guerra informed that in the next weeks it is possible that Albania became part of the Keystone action COST. The procedure for making Albania NNC has started. He also insisted on that IPC countries such as Chile could become part of action COST and explained how to request it. Dr. Francesco Guerra explained again the differences between Near Neighbour Countries (NNC) and International Partner Countries (IPC), how they could benefit from COST and become part of the Keystone Action. He encouraged MC Members to be active: if they work with research groups in Countries not included in the current list, they can evaluated if the connection can benefit from the activities organized by the COST Action.

13. AOB

Nothing to be discussed.

14. Location and date of the next meeting

It was decided that the next MC meeting would be celebrated in February 2016. The place of the next meeting will be decided among the proposals done in the mailing lists after a call for local volunteers to organize it.

15. Summary of MC decisions

Dr. Francesco Guerra listed the decisions took by the MC from the last meeting to that moment (8th September) (see slides 26-27 from Annex III).

16. Closing

The chair of the Action, Dr. Francesco Guerra, closed the MC meeting and encouraged the attendants to enjoy the rest of the activities of the COST Action IC 1302 in the next day (9th September). The meeting closed at 19:00.